

HUMAN RESOURCES DOCUMENT TRANSMITTAL

BENEFITS DOCUMENTS

TO:

Benefits Team
USDA APHIS MRPBS Human Resources
Butler Square, 100 North Sixth Street
Minneapolis, MN 55403-1588

DATE:

FROM:

Name/Program/Region/Duty Station
Phone number: _____

EMPLOYEE'S NAME _____

IF NEW EMPLOYEE, EMPLOYMENT START DATE _____

The following forms may be faxed to **(612) 370-2035**. If faxed, do not mail.

___SF-2809 Health Benefits Registration Form
___SF-2817 Life Insurance Election Form
___TSP-1 Thrift Savings Plan Election Form
___TSP-1-C Thrift Savings Plan Catch-Up Contribution Election (only for employees age 50 and over)

Designation of Beneficiary forms may NOT be faxed.

___SF-1152 Designation of Beneficiary for Unpaid Compensation
___SF-3102 Designation of Beneficiary for Federal Employees Retirement System
___SF-2823 Designation of Beneficiary for Federal Employees Group Life Insurance

Do NOT send the following forms to Human Resources – follow the instructions on these forms:

SF-2808 Designation of Beneficiary for Civil Service Retirement System
TSP-3 Designation of Beneficiary for Thrift Savings Plan
TSP-50 Investment Allocation

HRO Form 444d (09/03)